

DIRECTORY LISTING COORDINATOR (DLC)
DESIGNATION FORM – INSTRUCTIONS

PURPOSE:

Use the Directory Listing Coordinator (DLC) Designation Form to notify the Department of General Services, Telecommunications Division (DGS-TD), Office of Network Services (ONS), of any additions, changes or deletions to your agency's designated DLC.

BACKGROUND AND INFORMATION:

The ONS Directory Services (DS) is responsible for updating the California On-line Telephone Directory and for publishing the State Telephone Directory on a regular basis. The ONS DS relies solely on the information provided by the various state agencies to update these directory listings. This information is also critical to the State Information Agents (formerly known as the State Telephone Operators).

To help maintain confidentiality of your data files, help ensure timely receipt of pertinent information regarding Directory listings, and to provide a regular point of contact, state agencies are required to complete a new DLC Designation Form each time there is a change of primary and/or secondary (back-up) DLC, or if other information changes.

The DLC Designation Form is used to report changes, additions, or deletions to the DLC list information on an ongoing basis. To help maintain the integrity of the DLC list, a **manager or supervisor is required to sign** the DLC Designation Form.

We are updating the State Telecommunications Management Manual (STMM), Sections 0202.0 and 0708.0. These sections should provide more information and instructions on DLC responsibilities and forms.

HOW TO COMPLETE AND SUBMIT THE FORM:

1. Print the DLC Designation Form found on our website. ([DLC Designation Form](#))
2. Fill out required fields on the form. **Please print clearly.**
You may fax or mail the completed form to the Telecommunications Division.

Fax: Directory Services
Linda McFalls
(926) 657-9683

Mail: DGS Telecommunications Division
Directory Services/Linda McFalls
Office of Network Services
601 Sequoia Pacific Boulevard
Sacramento, CA 95814

3. For assistance with the form, please call Linda McFalls at (916) 657-9752.

The Division is working on improving the process of submitting the DLC designation form, with an ultimate goal to allow on-line submission of the form. We will update this site periodically in an effort to improve our service.